

Society of Gastroenterology Nurses and Associates, Inc.	
<i>Board Policy &amp; Administrative Procedure Manual</i>	Policy No: G-1 Page: 1 of 1 Effective Date: 02/85 Revision Date: 01/90, 1/96, 5/02, 10/04, 10/06, 10/08, 11/12 Review Date: 10/04, 10/06, 10/08, 10/10, 11/12, 5/15
<b>Subject:</b> Course Registration	
<b>Review Responsibility:</b> Budget, Finance & Audit Committee	

**Policy Statement:**

All persons registering for SGNA education courses will follow a pre-registration or onsite registration protocol. SGNA members and "early" registrants will pay reduced course fees.

**Focus:**

Primary: SGNA Headquarters, Program Committee  
Secondary: SGNA Members, attendees

**Purpose:**

To define the guidelines for registration for SGNA education courses.

**Procedure:**

1. Registration forms will be included with each course brochure, and must be completed and returned by the published deadline. On-line registration will be available when the published program is distributed.
2. Onsite registration is available each day of the course unless otherwise designated.
3. Course registration cancellation will be accepted as follows:
  - 3.1 Written cancellations received more than fourteen days before the course will be subject to a \$100 processing fee.
  - 3.2 No refunds will be given for written cancellations that are received less than fourteen days prior to the course.
  - 3.3 No telephone cancellations will be honored.
  - 3.4 Special circumstances will be handled on an individual basis.
  - 3.5 SGNA will not remit registration or optional session ticket refunds due to weather, car problems, plane or any other travel delays.